

# **CITY OF LOMA LINDA SENIOR CENTER BOARD MINUTES OF MARCH 15, 2005**

A Regular meeting of the Senior Center Board was called to order at 3:04 p.m. on Tuesday, March 15, 2005, in the Senior Center at 25571 Barton Road, Loma Linda.

**Members Present:** Ms. Mary L. Cooke, Chair; Dr. Reinhold Trupp; Mr. Elmer Digneo; Dr. Peter Strutz, Mr. Jin Long Koh; Mrs. Valerie Husbands, Col. Forrest Cathey Retired; Mr. Ric Revel; and Mr. Jeff Samuels, Jerry L. Pettis Memorial Veterans Medical Center.

**Members Absent:** Ms. Vivi Burns; and Mr. Willard Stewart.

**Staff:** Deborah Woldruff, Director, Community Development Department  
James Hettrick, Director Information Services  
Jarb Thaipejr, Director, Public Works Department  
Joanne Heilman, Executive Secretary, City Manager's Office  
Jocelyne Larabie, Administrative Secretary, Community Dev. Dept.

**Guest:** Gail Clary, Loma Linda Resident

**ORAL REPORTS/PUBLIC PARTICIPATION** – Non-Agenda items (LIMITED TO 3 MINUTES FOR EACH SPEAKER)

There was no public participation.

## **APPROVAL OF MINUTES**

**Motion by Trupp, seconded by Digneo, and unanimously carried to approve the Minutes of February 15, 2005.**

## **DISCUSSION ITEMS**

Director Woldruff requested that Item #6 regarding the swipe card access be heard at the beginning of the meeting because James Hettrick, Director Information Services of the City of Loma Linda had another meeting to attend. Chair Cooke agreed to the change in the order of the agenda items.

### **Discussion on the Estimated Cost to Wire the Center for Swipe Card Access**

Director Hettrick explained that he had received a request to investigate the cost of adding the Senior Center Building to the Civic Center alarm system. He told the Board that it would cost approximately \$5,000. He stated that he had spoken with Director Thaipejr who said that he planned to identify the connection to the alarm system as a line item in the budget for fiscal year 2005-2006 and added that it could be installed sometime in July 2005.

A discussion ensued regarding other means of providing access to individuals authorized to use the Senior Center for an event when staff was not available to open and lock up the building.

Chair Cooke pointed out that no action was required as the item would be added to the fiscal year budget 2005-2006.

#### Report by Community Development Director

Director Woldruff reported that she had met with Chair Cooke and Board Member Husbands to draft a job description that she could email to LLUMC Public Health Department to enlist the help of students to set-up and maintain a newsletter for the Senior Center. The tasks required would include research for articles appropriate to a senior population, authorization to re-run borrowed art, and with the help of volunteer at the Senior Center prepare program information to be included in the newsletter. Other topics such as current events, a book club/review, English as a second language, etc. could also be covered.

Director Woldruff added that she had contacted the Loma Linda Academy to see if the students would be interested in becoming volunteers but that she not yet received a response from the school.

#### Sub-committee Reports

- Volunteer Program Report

Board Member Husbands was happy to report to the Board that the Center had two new volunteers, Ms. Celeste Donaldson and Mr. George Pendered. She added that recruitment was ongoing and she hoped that more people would participate.

- Regional Council on Aging (RCA)

Chair Cooke reported that she attended the RCA meeting at Board Member Revel's request and that she had obtained sample newsletters from other senior centers. She added that Mr. Revel had requested to be replaced as the LLSC's representative because his schedule was heavy and could not adequately represent the Senior Center. Chair Cooke commented that she would ask Mr. Pendered if he would be interested in attending the monthly RCA meeting.

#### Senior Center Operations and Use Policy

Board Member Jin Long Koh stated that he had just received a copy of the adopted Operations and Use Policy and asked that the item be tabled until the next meeting.

#### Discussion on the possibility of hiring a part-time staff for the Senior Center, the cost to upgrade the Senior Center Audio-Visual system and the estimated cost to wire the Center for swipe card access

These three issues were discussed at the same time because they depend on the availability of funds as budgeted for fiscal year 2005-2006. Board Member Strutz stated that in his opinion, the selection of a director would be the primary goal and Board Member Koh concurred. Director Woldruff explained that she would work with Director Thaipr to prepare a line item and a justification for the budget for review.

The discussion continued regarding the cost to upgrade the sound system and the purchase of in-house speakers. Chair Cooke explained that she had contacted the Loma Linda University AV Communications Department who provide AV services for sponsored events for the "Just for Seniors" Program to see if they could/would provide a detailed estimate on the cost of upgrading the current system. She also asked if they would be willing to help in determining a cost estimate for the new AV equipment. Chair Cooke stated that she had not received a response. Director Thaipejr replied that it would also need to be placed on the proposed budget for the new fiscal year.

**Motion by Strutz, seconded by Koh, and carried by a vote of 8-1, to present a list of priority as follows: 1) Part-Time Director/Staff for the Senior Center, 2) Connection to the alarm system at the Civic Center, and 3) Upgrade of the Audio-Visual system.**

Report by Public Works Department – Jarb Thaipejr

Director Thaipejr reported on the following issues:

- Window tinting for the north side of the building;
- Carpet in the conference room – Crews from the Corporation Yard would be completing the task by adding a strip of carpeting in the space where the wall stood;
- Freezer – Brian Bolger would be contacted to investigate and have repairs made if necessary.

Discussion of miscellaneous issues related to the Senior Center

- Report on the Arts & Crafts Fair scheduled for Sunday, February 27, 2005.

Chair Cooke reported that there had been 10 vendors at the Fair and that the Ukulele Club had entertained during the event. She said that several vendors had sold items and had also received orders. She added that 10% of the sales had been donated to the Senior Center fund by the various vendors. She concluded her report stating that there was great word of mouth advertising but more publicity was necessary to have the Arts & Crafts Fair keep growing.

- Reports by Senior Center Board Members

Board Member Revel asked Director Thaipejr if it was possible to increase the number of the parking spaces in the Civic Center parking lot. Mr. Thaipejr agreed to do that.

Chair Cooke made the following requests:

- Installation of a chair rail for the newly renovated conference room;
- A new outside bench at the front entrance;
- Relocation of the partitions on the north side of the multi-purpose room near the big screen television.

Mr. Revel pointed out that the Ukulele Club was holding their annual festival at the Senior Center on May 3, 2005 from 9 to 5 p.m. and that there might be an issue with parking, as they are expecting a very large turnout. Director Thaipejr stated that the Club might need to suggest that those attending from outside the City of Loma Linda carpool or rent a bus for that day if the

group was large enough. He added that the Loma Linda Plaza might be approached and asked if some of the participants could park there.

Mr. Revel informed the Board that the Ukulele Club was growing very fast and that they were exploring the possibility of having two instructors and that they might need to use another section of the building for the second class.

Board Member Koh suggested that the Senior Center Board require that the instructors who charge for their programs donate a percentage of their earnings to the Senior Center that could benefit programs and necessities.

Board Member Strutz suggested that the volunteers be asked to approach local businesses with a list of items that the Center might still need and ask if they would be interested in donating to the Center by providing one or more items on the list.

Dr. Strutz commented that he was encouraging Board member Koh to go forward with his ideas for money generating events at the Senior Center. He continued to express his surprise that it seemed so difficult to recruit volunteers. Board member Digneo stated that the residents of Loma Linda were very involved in the community in various organizations and some on multiple boards and committees. Chair Cooke added that she had observed that the retired residents were younger and were traveling while they still could and that may be the reason why they were not volunteering.

Board Member Koh proposed the idea that each board member could take charge of an activity or an event in a field or an interest of their choice and then recruit volunteers to help put on the event.

#### Adjournment

**Motion by Digneo, seconded by Koh, and unanimously carried to adjourn the meeting.**

The meeting was adjourned at 4:55 p.m.

Minutes were approved at the April 19, 2005.

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Administrative Secretary